

TRIPURA GAZETTE



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**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
DEPARTMENT OF INDUSTRIES & COMMERCE
(Information Technology)
TRIPURA : AGARTALA**

No.F.2(84)/DIT/Estt/2022/1703-1804

Dated, Agartala, the 15th March, 2023.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the post of **Head Clerk** under the Industries & Commerce (Information Technology) Department namely:-

1. Short title and commencement -

- (1) These rules may be called "Head Clerk" of Department of Industries & Commerce (Information Technology) Recruitment Rules, 2023.
- (2) They shall come into force on and from the date of their publication in the Official Gazette.

2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be specified in rows 2 to 4 of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualifications, etc.:-

The method of recruitment to the said post, age limits, qualifications and other matters relating to the said post shall be as specified in rows 5 to 13 of the said schedule.

5. Disqualification:- No person-

- (a) Who has entered into or contracted a marriage with a person having spouse living; or
- (b) Who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax:- Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in the writing, and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

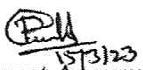
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7. Repeal: - The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. Savings:- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This Notification is issued as per provisions of the G.O. No.04 & No.F.20(3)-GA(P&T)/19 dated, 7th November,2020 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor


15/3/23
(Puneet Agarwal)
Principal Secretary, IT to the
Government of Tripura.

Annexure – III(Schedule)

Recruitment Rules (RRs) for the post of **Head Clerk Grade** under Directorate of Information Technology.

SCHEDULE

1	Name of the Post	:	Head Clerk				
2	Number of Posts	:	1(one) plus additional post(s) as and when created by the Government				
3	Classification	:	Group-C (Non-Gazetted)				
4	Scale of Pay	:	<table border="1"> <tr> <td>Pre-revised Scale of pay</td> <td>Corresponding revised Scale of Pay</td> </tr> <tr> <td>PB-2, Pay Band Scale Rs.5700 - 24000/- (Grade Pay Rs.4,200/-)</td> <td>Cell-1 of Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Service (Revised Pay) (First amendment) Rules, 2018].</td> </tr> </table>	Pre-revised Scale of pay	Corresponding revised Scale of Pay	PB-2, Pay Band Scale Rs.5700 - 24000/- (Grade Pay Rs.4,200/-)	Cell-1 of Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Service (Revised Pay) (First amendment) Rules, 2018].
Pre-revised Scale of pay	Corresponding revised Scale of Pay						
PB-2, Pay Band Scale Rs.5700 - 24000/- (Grade Pay Rs.4,200/-)	Cell-1 of Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Service (Revised Pay) (First amendment) Rules, 2018].						
Subject to revision by the Government from time to time							
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various method	:	<ul style="list-style-type: none"> i) 100% by Promotion failing which by transfer on deputation and failing both by Direct Recruitment ii) a) For direct recruitment selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the Directorate of IT. b) Interview / viva voce shall be not exceeding 15% of the Total Marks c) Syllabus - Enclosed at Annexure-III (and as revised by the Government from time to time). 				
6	Age limit for direct recruitment	:	18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/Government servant candidates				
7	Educational and other qualification required for direct recruitment	:	<ul style="list-style-type: none"> i) Graduate Degree from any recognized University ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic computer knowledge iii) For selection to Bengali Typist minimum speed should be 25(twenty-five) words in Bengali per minute on Computer with Key-board, along with basic Computer Knowledge. <p>Desirable:- Having Knowledge of Bengali / Kokborok</p> <p>Note:-</p> <ul style="list-style-type: none"> a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine. 				

		b) Type Test on computer shall be qualifying in nature and it carries no marks All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment
		c) Exemption for Persons with Disabilities. Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	: Age:- No Qualification:- No
9	Whether Selection post or Non-Selection post	: For Direct Recruitment:- Selection [As per Item No. 5 (ii), above] For Promotion:- Non-selection.
10	Period of probation, if any	: 2(two) years
11	In case of recruitment by promotion / transfer on deputation, grade from which promotion / transfer on deputation is to be made	: Promotion from the post of UDC grade with at least 5(five) years experience in the grade.
12	If a DPC exists, what is its composition	: Group-C, Departmental Promotion Committee (DPC)
13	Circumstances in which TPSC is to be consulted while making recruitment	: Not Applicable
14	Repeal	: Nil .


 (15/3/23)
 Principal Secretary, IT to the
 Government of Tripura
 (Puneet Agarwal)
 Principal Secretary
 Industries & Commerce (IT)
 Govt. of Tripura.